Chapter 14.A Abuse/Neglect reports on DHHS Employees, Family Members of an Employee, or Others having access to N-FOCUS

A. When a report of Adult or Child Abuse or Neglect is made and involves a DHHS employee or a family member of a DHHS employee, the employee and all staff members need to ensure that they may not access any records unless there is a "need to know". "Need to know" is based on a business need to create, develop or review information in order to complete the job function.

B. **Service Area Administrator Responsibilities when a DHHS Employee or Family Member (spouses, parents, siblings and children) of an Employee is listed as a Perpetrator in an Accepted Report of Adult/Child Abuse or Neglect**:
   1. When it is brought to the Service Area Administrator (SAA) or designee's attention, they will inform the appropriate DHHS Administrator of any Accepted Report of Adult/Child Abuse or Neglect that involve employees.
   2. The SAA or designee in consultation with Human Resources and Development, must determine any action that may need to be taken with the CFS employee based on the Intake. This may include reassignment of duties; paid or unpaid leave; modifying access to N-FOCUS; or the initiation of disciplinary proceedings.
   3. The Intake Accepted for Assessment will not be assigned to any CFS Specialist or Supervisor Unit with a personal relationship or when a conflict of interest with the individuals involved exist. The SAA, in consultation with the CFS Supervisor and CFS Administrator, will determine if the investigation can be conducted by staff within the Service Area or if there is a need to contact another Service Area for assistance.

C. **Intake:**
   1. The Intake is documented in N-FOCUS and notice in a FAX will be sent to the appropriate law enforcement agency. The Intake will also be available to law enforcement on the Nebraska Data Exchange Network (NDEN).
   2. The Hotline Staff will notify the SAA or the designated CFS Administrator by e-mail and/or phone of the Intake Report and will not assign it to the local default. Any phone calls will be documented in the Intake.

D. **Assignment of Intake:**
   1. The SAA(s) or designee(s) will determine the Service Area responsible to conduct the Initial Assessment. The designated Service Area will follow local protocols for assignment of the Initial Assessment.

E. **Conducting the Assessment:**
   1. All policies related to conducting the Initial Assessment must be followed, including written notification to the employee/family member concerning the Case Status Determination following the conclusion of the assessment.
   2. The Initial Assessment information (Safety & Risk/Prevention Assessment) will be entered into N-FOCUS at the time of the completion of the assessment or case closure (whichever is sooner).

F. **Case Status Determination:**
   1. The CFS Specialist will enter the Case Status Determination in N-FOCUS in the Allegation window. The Case Status Determination notification must be sent to the employee by return-receipt and not hand delivered.

G. **Accessing the Record:**

1. Access to case specific information by DHI-IS staff who do not have a need to know the information based on a job function, may result in disciplinary action.
    a. N-FOCUS has an audit trail that identifies the name and computer location of any employee accessing case specific information.

H. **Non-Offending Employee Involved in a Report of Adult or Child Abuse or Neglect or Relative of an Employee:**

1. When the CFS Specialist becomes aware of an Accepted Intake involving an employee who is the non-offending parent/caretaker or the employee is a relative of an individual with an accepted report of adult or child abuse or neglect, they will notify the CFS Supervisor and CFS Administrator. The CFS Administrator or designee will contact the SAA and the Field Operations Administrator to discuss how the Initial Assessment will be handled.